



The Big “TEN” Problems with Docketing by Attorneys in ECF

“Hall of Shame”

1. Misnaming documents . . . docketing orders as motions, motions as notices, etc.
2. Failing to file appearances . . . or, when attorneys do file appearances, failing to link to the right party, or failing to link to any party.
3. Failing to change e-mail addresses . . . or forgetting to eliminate the e-mail addresses of attorneys and staff who have left a law firm.
4. Failing to withdraw appearances . . . when moving to another firm or being rotated to another office.
5. Failing to select multiple motions . . . when filing alternative motions, e.g., motion to dismiss or for summary judgment.
6. Failing to properly file a motion for leave to file . . . It's complicated, but it's Clerk's Office policy: a document that has been attached as an exhibit to a motion for leave to file must be re-filed after leave to file is granted.
7. Failing to properly link oppositions and replies . . . to the motions to which they are addressed.
8. Failing to attach a notice of filing . . . to accompany “large” documents that are filed in paper form.
9. Failing to edit and review docket entries before submitting . . . A common error is the redundant entry of the name of a filing or of the name of the filing party.
10. FAILING TO CALL CLERK'S OFFICE ECF HELP LINE (202) 354-3190 or 3160 . . . when unable to locate the proper event (or otherwise confused). Creativity is not encouraged.



Golden Rules for Filing

- Is there a confidential document that should not be filed?
- Are all my attachments with the pleading and do I have the correct attachments?
- Did I properly identify the documents that I filed?
- Don't be creative!

Note: For more detailed information regarding our procedures, please go to our website for filing pointers.